

**APPLY NOW**

## Data Entry Customer Service Specialist – Remote Data Entry Customer Service

### Description

**Company:** DataCare Solutions

**Position:** Data Entry Customer Service Specialist

**Department:** Data Operations and Customer Support

**Work Type:** Remote data entry customer service hybrid role

**Salary:** \$25-\$35 per hour

**Schedule:** Flexible full-time and part-time options

### Position Description

DataCare Solutions seeks detail-oriented professionals for remote data entry customer service positions that combine traditional data management with customer interaction responsibilities. This hybrid role involves managing customer information databases while providing live customer service support through chat and digital platforms.

Our remote data entry customer service specialists maintain accurate customer records, process order information, and provide real-time assistance to customers who need account updates, order modifications, or data-related support. This position offers the precision of data entry work with the interpersonal satisfaction of customer service.

Perfect for individuals who enjoy working with detailed information while helping customers resolve data-related issues and account management needs.

### Core Job Functions

**Customer Data Management** • Maintain accurate customer databases including contact information, order history, and account preferences • Process new customer registrations and account setup with complete data verification • Update existing customer records based on customer requests and service interactions • Verify and correct customer information discrepancies to ensure database accuracy • Merge duplicate customer accounts and consolidate customer interaction histories • Generate customer data reports for account analysis and service improvement initiatives

**Live Customer Service Integration** • Provide real-time customer service while accessing and updating customer data simultaneously • Help customers update account information, billing addresses, and contact preferences • Process order modifications and cancellations with immediate database updates • Assist customers with account access issues by verifying and updating login credentials •

### Hiring organization

Remote Work From Home Chat Support

### Employment Type

Full-time, Part-time

### Industry

Customer Service

### Job Location

Remote work from: United States; Canada; Australia; United Kingdom; New Zealand; Ireland; Scotland; Sweden; Belgium; Spain; Czech Republic; Brazil; France; India; South Africa; Denmark; Germany; Philippines; Mexico; India; Indonesia; Alabama, USA; Alaska, USA; Arizona, USA; Arkansas, USA; California, USA; Colorado, USA; Connecticut, USA; Delaware, USA; Florida, USA; Georgia, USA; Hawaii, USA; Idaho, USA; Illinois, USA; Indiana, USA; Iowa, USA; Kansas, USA; Kentucky, USA; Louisiana, USA; Maine, USA; Maryland, USA; Massachusetts, USA; Michigan, USA; Minnesota, USA; Mississippi, USA; Missouri, USA; Montana, USA; Nebraska, USA; Nevada, USA; New Hampshire, USA; New Jersey, USA; New Mexico, USA; New York, USA; North Carolina, USA; North Dakota, USA; Ohio, USA; Oklahoma, USA; Oregon, USA; Pennsylvania, USA; Rhode Island, USA; South Carolina, USA; South Dakota, USA; Tennessee, USA; Texas, USA; Utah, USA; Vermont, USA; Virginia, USA; Washington, USA; West Virginia, USA; Wisconsin, USA; Wyoming, USA

Handle shipping address changes and special delivery instructions with accurate data entry • Resolve billing discrepancies by reviewing and correcting customer account information

**Order Processing and Data Entry** • Enter customer orders into processing systems with complete accuracy and attention to detail • Verify product selections, quantities, and pricing information during customer interactions • Process payment information and update customer billing records securely • Coordinate with inventory systems to confirm product availability and delivery timeframes • Handle special order requests and custom product configurations with detailed documentation • Track order status updates and communicate changes to customers proactively

**Quality Assurance and Data Verification** • Review customer data entries for accuracy and completeness before finalizing records • Conduct periodic audits of customer databases to identify and correct data inconsistencies • Verify customer information provided during service interactions against existing database records • Flag potential data security issues and coordinate with IT teams for resolution • Maintain data privacy compliance standards during all customer interactions and data management • Document data correction procedures and contribute to database improvement initiatives

## Required Qualifications

**Essential Skills and Experience** • High school diploma or equivalent with strong attention to detail and accuracy • Previous data entry experience preferred but not required with comprehensive training provided • Basic customer service experience or demonstrated ability to communicate professionally with customers • Proficiency with computer applications including spreadsheets, databases, and customer management systems • Excellent typing skills with minimum 50 words per minute accuracy for efficient data entry

**Technical Competencies** • Experience with Microsoft Excel, Google Sheets, or similar spreadsheet applications • Familiarity with database management concepts and customer relationship management (CRM) systems • Ability to learn new software platforms quickly and navigate multiple applications simultaneously • Understanding of data privacy principles and secure information handling procedures • Basic troubleshooting skills for common data entry and customer service technology issues

**Professional Abilities** • Exceptional attention to detail with ability to maintain accuracy during repetitive tasks • Strong organizational skills for managing multiple customer requests and data entry priorities • Professional written and verbal communication for customer interactions and internal coordination • Problem-solving abilities for resolving customer data discrepancies and account issues • Time management skills for balancing data entry productivity with customer service quality

**Work Environment Requirements** • Reliable computer setup with dual monitor capability for efficient data entry and customer service multitasking • High-speed internet connection for consistent access to databases and customer service platforms • Quiet, organized workspace suitable for detailed data work and professional customer interactions • Backup power and internet solutions for maintaining data integrity during technical interruptions

**Remote    Data    Entry    Customer    Service**

### Base Salary

\$ 25 - \$ 35

### Date posted

April 29, 2026

### Valid through

01.01.2029

## Responsibilities

**Morning Data Processing** • Review overnight customer service requests requiring data updates and account modifications • Process batch data entry for new customer registrations and account changes submitted online • Verify and correct customer information discrepancies identified through automated data quality checks • Prepare daily customer data reports for management review and service planning • Coordinate with customer service teams to address any data-related customer issues from previous day

**Real-Time Customer Support** • Handle live chat inquiries from customers needing immediate account updates or data corrections • Process customer requests for address changes, contact information updates, and billing modifications • Assist customers with order status inquiries by accessing real-time data from multiple systems • Help customers retrieve account information and reset login credentials with proper verification procedures • Provide detailed product information by accessing comprehensive product databases and inventory systems

**Afternoon Data Verification** • Conduct quality assurance reviews of morning data entries to ensure accuracy and completeness • Follow up on customer service interactions that required complex data research or correction • Process order modifications and special requests that require detailed data entry and coordination • Update customer preference profiles based on service interactions and feedback received • Prepare end-of-day data backup procedures and verify all customer information updates

**Database Maintenance and Improvement** • Identify patterns in customer data issues and recommend system improvements to management • Contribute to knowledge base development with solutions for common data-related customer problems • Participate in database optimization projects and customer service process improvement initiatives • Train new team members on data entry procedures and customer service integration techniques • Maintain detailed documentation of data correction procedures and customer service protocols

## Compensation for Remote Data Entry Customer Service

**Competitive Wage Structure** • Entry level: \$25.00 per hour during training and initial performance period • Experienced level: \$27.00-\$29.00 per hour after demonstrating data accuracy and customer service excellence • Advanced level: \$30.00-\$32.00 per hour for specialists with expertise in complex data management and customer issue resolution • Senior level: \$33.00-\$35.00 per hour for team leaders and training specialists

**Performance-Based Incentives** • Data accuracy bonus: Additional \$2.00 per hour for maintaining 99.5%+ data entry accuracy rates • Customer satisfaction bonus: Extra \$3.00 per hour for achieving 96%+ customer service ratings • Productivity bonus: \$1.50 per hour additional for exceeding data processing targets while maintaining quality standards • Cross-training bonus: \$2.00 per hour supplement for mastering multiple database systems and customer service platforms

**Quality and Efficiency Recognition** • Perfect accuracy bonus: \$300 monthly for zero data entry errors during high-volume periods • Customer resolution bonus: \$150 monthly for consistently resolving customer data issues on first contact • Process improvement bonus: \$500 quarterly for suggesting and implementing data

efficiency improvements • Training excellence bonus: \$400 for successfully mentoring new remote data entry customer service specialists

## Training Program for Hybrid Role Success

**Data Entry Fundamentals (Week 1-2)** • Comprehensive training on customer database systems and data entry procedures • Accuracy standards and quality assurance protocols for maintaining data integrity • Data privacy and security compliance training for handling sensitive customer information • Speed and efficiency techniques for high-volume data entry with accuracy maintenance • Error identification and correction procedures for maintaining database quality

**Customer Service Integration (Week 3-4)** • Customer communication techniques while managing data entry responsibilities simultaneously • Multi-tasking strategies for balancing real-time customer service with detailed data work • Problem-solving approaches for customer issues requiring database research and data correction • Escalation procedures for complex customer situations requiring specialized data expertise • Professional communication standards for explaining data-related issues to customers

**Advanced System Mastery (Week 5-6)** • Advanced database management techniques for complex customer account situations • Reporting and analysis skills for generating customer data insights and service improvements • Cross-platform integration for managing customer information across multiple business systems • Leadership development for potential advancement to team coordination and training roles • Continuous improvement methodologies for enhancing both data accuracy and customer satisfaction

## Technology and System Requirements

**Database and Customer Service Platforms** • Customer relationship management (CRM) systems for integrated customer data and service management • Order processing and inventory management systems for real-time customer assistance • Data verification and quality assurance tools for maintaining database accuracy • Live chat and customer service platforms for real-time customer interaction • Reporting and analytics tools for data analysis and customer service performance measurement

**Equipment and Setup Specifications** • Dual monitor setup for efficient data entry while maintaining customer service chat windows • Ergonomic workspace design for comfortable extended data entry and customer interaction sessions • High-speed internet with backup connectivity for maintaining data integrity and customer service continuity • Professional headset for clear communication during phone-based customer service when required • Secure data storage and backup solutions for protecting customer information and work progress

## Career Advancement in Data and Customer Service

**Specialization Opportunities** • Senior Data Analyst: Advanced database management and customer data analysis • Customer Service Training Specialist: New employee development and procedure standardization • Quality Assurance Manager: Database accuracy oversight and customer service excellence monitoring • Client Account Manager: Direct customer relationship management with data-driven service strategies • Business Intelligence Specialist: Customer data analysis for business decision support and service improvement

**Leadership Development Pathway** • Team Lead: Supervise remote data entry customer service team members • Department Supervisor: Manage entire remote data operations and customer service integration • Operations Manager: Oversee multiple remote teams and client account management • Director of Customer Data Services: Strategic leadership for customer service and data management operations

**Professional Development Support** • Industry certification reimbursement for data management and customer service credentials • Advanced training opportunities in database administration and customer experience management • Conference attendance for staying current with industry trends and best practices • Cross-departmental training for understanding business operations and customer service optimization • Leadership development programs for advancement to management and executive roles

## Work Schedule and Performance Standards

**Flexible Schedule Options** • Full-time: 40 hours per week with core business hours for customer service coverage • Part-time: 20-32 hours per week with flexible scheduling around peak data processing times • Compressed schedules: Four 10-hour days for extended weekend personal time • Split shifts: Morning data processing with afternoon customer service coverage

**Performance Metrics and Standards** • Data entry accuracy: Maintain 99.5% accuracy rate across all customer database updates • Customer service quality: Achieve 95% customer satisfaction ratings for service interactions • Response time: First customer contact within 30 seconds during active chat periods • Resolution rate: Resolve 85% of customer data issues during initial interaction • Productivity: Process minimum 150 data entries per 8-hour shift while maintaining customer service availability

## Application Process for Hybrid Role

**Application Requirements** • Completed online application with emphasis on both data entry and customer service experience • Skills assessment covering data entry speed, accuracy, and customer service scenarios • Technical evaluation of ability to multitask between data management and customer interaction • Reference verification focusing on attention to detail and customer service capabilities

**Interview and Assessment Process** • Phone screening interview covering both data entry experience and customer service aptitude • Practical skills assessment including data entry speed test and customer service scenario responses • Technical interview demonstrating ability to navigate multiple software platforms simultaneously • Final interview with team lead to discuss remote work capabilities and performance expectations

## About DataCare Solutions

**Integrated Service Approach** DataCare Solutions specializes in combining data management excellence with exceptional customer service to create comprehensive customer support solutions for businesses requiring both accurate data handling and superior customer interaction.

**Remote Work Excellence** Our remote-first approach enables us to attract detail-oriented professionals who excel in both data management and customer service while providing the flexibility and work-life balance that supports high performance

in both areas.

**Client Success Through Data and Service Integration** We serve businesses that require both meticulous data management and responsive customer service, creating stable employment opportunities for professionals who excel in both technical accuracy and customer relationship management.

**Professional Development Focus** DataCare invests in employee development through comprehensive training programs, technology resources, and career advancement opportunities that recognize the unique skill set required for successful remote data entry customer service performance.

## Equal Opportunity Employment

DataCare Solutions provides equal employment opportunities for remote data entry customer service positions to all qualified candidates regardless of background, experience level, or personal circumstances. We value diversity in both analytical and interpersonal skills.

We welcome applications from individuals with varying combinations of data entry and customer service experience, recognizing that both skill sets can be developed through comprehensive training and mentorship.

## Ready to Combine Data Accuracy with Customer Service Excellence?

Join DataCare Solutions and build a career that combines the precision of data management with the satisfaction of helping customers resolve their account and information needs. Our remote data entry customer service positions offer competitive compensation and professional growth in an innovative hybrid role.

Experience the unique satisfaction of maintaining perfect data accuracy while building positive customer relationships through helpful, knowledgeable service.

**Click Apply Now to start your remote data entry customer service career with DataCare Solutions!**



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